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**CENTRAL INTELLIGENCE AGENCY**

**Office of Training**

**FUNCTIONS AND ACTIVITIES**

The Director of Training is charged with developing and directing CIA training programs. To meet these responsibilities this Office is composed of the Office of Training (Special) and the Office of Training (General). (An over-all statement of the functions and activities of the Office of Training is contained in the vouchered funds budget presentation.)

**Office of Training (Special)**

The Office of Training (Special) is responsible for providing instruction in the several activities charged to the Clandestine Services of the Agency in order to qualify staff personnel in the planning, organization, conduct, and administration of these activities both in the field and in headquarters and to train agent personnel for their specific assignments.

In carrying out these responsibilities the specific functions and activities of the Office are to:

- a. Analyze the training requirements of the Clandestine Services.
- b. Organize, supervise, and administer adequate programs, staffs, and facilities within the United States to fulfill the Clandestine Services training requirements for staff personnel, agent personnel, and foreign national personnel.
- c. Provide assistance, within its capabilities and upon request, to training conducted in overseas areas.
- d. Provide, in cooperation with the Assessment and Evaluation Staff, training evaluations of student personnel for use by their sponsoring Staffs and Divisions in determining assignments.
- e. Conduct such liaison within CIA and with outside agencies as may be required to provide a fully coordinated training program.

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f. Conduct applied research on training content and method, and assist in the development of operational doctrine and training material.

The training program which has been established to implement the above includes four operational activities and two staff activities. The operational activities are:

a. Basic indoctrination and training of staff personnel employed in the Clandestine Services.

b. Advanced training of headquarters personnel and returnees from field stations in the specialized fields of intelligence and clandestine warfare.

c. Covert training of agent personnel and foreign nationals who cannot be included in normal training courses for cover and security reasons.

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The activities of the two O/TR(S) staffs include:

1. Research activities to develop operational doctrine for incorporation into existing and proposed training courses and to provide technical guidance in operational policy matters.

2. Development of plans and programs to meet projected training requirements of the Clandestine Services.

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**CENTRAL INTELLIGENCE AGENCY**

**Office of Training**

**ACTIVITY DESCRIPTION**

**Office of Training (General)**

A statement covering the Office of Training (General) is contained in the vouchered budget, since the activities of that Office are supported largely by such funds. The unvouchered funds of that Office, included in this budget presentation, are relatively small in amount and are required primarily to defray the cost of training at sources external to CIA.

**Office of Training (Special)**

The Office of Training (Special) provides instruction in the several activities charged to the Clandestine Services in order to qualify staff personnel of those offices in the planning, organization, conduct, and administration of these activities, both in the field and in headquarters, and properly to train agent personnel for their specific assignments. This training mission is implemented through two staff and five operational activities, as follows:

**Training Development Staff**

This staff was established to supplant the Doctrine Development Staff, including the operational research functions assigned to it at the time the Support Staff was formed. This staff:

- a. Maintains liaison with appropriate staff and operating divisions of the Clandestine Services for the purpose of ascertaining operational doctrines and policies and securing information relative thereto for instructional uses.
- b. Studies such doctrines and policies and related information for the purpose of recommending their inclusion in the various training programs of O/TR(S).
- c. Reviews existing training materials and lectures to ensure that they accurately and adequately reflect current doctrines and policies, are consistent in content, and are properly correlated.

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d. Provides doctrinal guidance to the staffs and branches of O/TR(S) in the development of new training programs and instructional materials.

e. Provides a staff for basic research projects and the development of intelligence training materials in support of the instructor staff.

f. Arranges and conducts debriefings of returned field staff personnel of the Clandestine Services in order to exploit for instructional purposes current information on operational concepts and techniques.

#### Plans and Programs Staff

This staff is responsible for developing plans and programs necessary to meet new and/or expanded training requirements given O/TR(S) by the Clandestine Services. This staff:

a. Ascertain current and future training requirements of the Clandestine Services in coordination with their appropriate representatives.

b. Prepares and coordinates plans for the establishment of training objectives, training programs, and training facilities necessary to meet the current and future requirements of the Clandestine Services.

c. Receives, reviews and coordinates all new training requirements submitted by the Clandestine Services, insuring that all requirements embody training objectives which can be met within the capabilities of O/TR(S), and that such requirements are consistent with the principles of sound operational security.

d. Serves as Liaison Control for O/TR(S) and centrally maintains a record of all liaison conducted by or with O/TR(S) personnel.

e. Prepares and develops such plans, special projects, or staff studies as required by the Deputy Director of Training (Special).

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### Basic Training Division

This division is responsible for the planning, organization, and conduct of basic training required for personnel of the Clandestine Services, except basic clandestine warfare activities training conducted at field installations. The principal activities of the division are to:

a. Establish a pattern of training courses which will meet the basic training requirements of the Clandestine Services, including training in the principles of clandestine operations and in the organization, mission and functions of these Services. The Basic courses and their approximate student loads for FY 1953 are:

<u>Courses Before Revision</u>	<u>No. of Presentations, FY 1953</u>	<u>Approx. Students Per Course</u>
Basic Orientation Course	6	50
Operations Course	6	80
Covert Activities Instruction	8	40
Staff Indoctrination Course	9	40
 <u>Courses After Revision</u>		
Basic Intelligence (Clandestine Services)	2	90
Phase II	2	80
Phase III	1	40
Administration Course	9	45
Administrative Support Course	1	40

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Advanced Training Division

This division is responsible for the planning, organization, and conduct of advanced training courses in specialized intelligence and [redacted] activities, in order to develop and improve the professional competence of staff personnel of the Clandestine Services. The principal activities of the division are to:

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a. Conduct already established advanced specialized courses in Counterespionage, Communist Party Operations, Evasion and Escape, [redacted], Guerrilla Warfare, [redacted] Resistance Operations, Staybehind Operations, Clandestine Fieldcraft Activities, Order of Battle, and Reporting.

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b. Continue the development of advanced specialized courses in such other subject as may be required.

c. Coordinate with other O/ER(S) divisions and the Training Development Staff to assure continuity in the training pattern through integration of all basic and advanced training course content.

d. Provide appraisals of student performance and capabilities, in coordination with the Assessment and Evaluation Staff of OTR.

Project Training Division

This division is responsible for the development and direction of covert training of American deep-cover personnel and for special training projects and special training assistance required by the covert operating offices involving the training of foreign nationals in the United States. The activities of the Project Training Division are to:

a. Plan and conduct the training of the United States covert trainees in the United States, assuming full responsibility for maintaining the security of the trainees, facilities, and instructors during the periods of training.

b. Plan, organize, and/or conduct in the United States approved special training projects including:

(1) Covert training of individual foreign national agents or agent candidates.

(2) Covert training of units of foreign national agents or teams of candidates therefor.

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**g.** Upon completion of each covert training program, provide evaluation reports showing subjects of instruction presented and the estimated effectiveness of the training in terms of projected assignments, as well as the receptivity and performance of the trainees.

**h.** Coordinate and collaborate with the Basic Training and Advanced Training Divisions and with the Training Development Staff in the review and development of training material and techniques of instruction.

**e.** Arrange for training to be given at covert training sites by technical experts from the Office of Communications and the Technical Services Staff.

**f.** Plan, organize, and/or conduct the training of United States nationals or foreign national instructor cadres required for approved special covert training projects.

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